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12 JUL 1960

MEMORANDUM FOR: Chief, Records Management Staff

SUBJECT: Records Control Schedule 40-60 for the Office of Personnel

1. The Records Control Schedule for the Office of Personnel has been revised to update file coverage and to reflect organizational changes which resulted in transfer of existing files or establishment of new files.

2. The Records Management Staff has made a preliminary review of this Schedule except for the records of the Office of the Director of Personnel and the Special Assistant to the Director of Personnel. Minor changes recommended by Records Management Staff have been resolved and are reflected in the Schedule with the exception of item 3, TRB/RSD, concerning the disposition of the Official Personnel Folders. As you know, these latter procedures have been made the subject for discussion at a meeting to be held in the near future between representatives of your Staff and of this office.

25X1

Executive Officer
Office of Personnel

Attachment

Distribution:
O & 1 - Addressee
1 - ARO/RSD
1 - D/Pers reader chrono
1 - D/Pers subject file

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